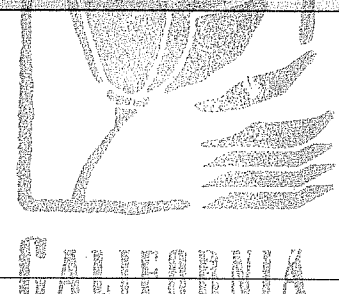


Key # 27134

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(1) DEPARTMENT, BOARD OR COMMISSION <b>DEPARTMENT OF MANAGED HEALTH CARE</b>		(2) AGENCY BILLING CODE <b>38290</b>	(3) PAGE <b>1</b> OF <b>3</b> PAGES	
(4) DIVISION/ BRANCH/ SECTION <b>OFFICE OF LEGAL SERVICES</b>		(5) ADDRESS <b>980-9<sup>TH</sup> Street, Suite 500, Sacramento, CA 95814</b>		
CHECK THE APPROPRIATE BOX				
(6) <input type="checkbox"/> New schedule of records that have never been scheduled. [Complete boxes (9) – (12)] (7) <input checked="" type="checkbox"/> Revising a previous schedule. [Complete boxes (13) – (16)] (A new approval number will be assigned.) (8) <input type="checkbox"/> Amending some pages of a previous schedule. [Complete boxes (13) – (16)] (The original approval number will remain in effect.)				
<b>NEW SCHEDULE INFORMATION (If applicable)</b>	(9) SCHEDULE NUMBER <b>08-38290</b>	(10) SCHEDULE DATE <b>12/31/2008</b>	(11) NUMBER OF PAGES <b>3</b>	(12) CUBIC FEET (Total Schedule) <b>80</b>
<b>PREVIOUS SCHEDULE INFORMATION (If applicable)</b>	(13) SCHEDULE NUMBER <b>03-6100</b>	(14) APPROVAL NUMBER <b>03-067</b>	(15) APPROVAL DATE (S) <b>6/12/2003</b>	(16) PAGE NUMBER(S) REVISED <b>ALL</b>
(17) MISSION/FUNCTIONAL STATEMENT The mission of Legal Services is to act as the Department's primary source of Legal advice and information on non-routine matters. The Office of Legal Services is committed to providing professional, competent and timely legal counsel in support of executive committee, and administrative staff to permit the achievement of the Department's mission and objectives. The Office of Legal Services is responsible to create the Department's regulatory scheme, provide timely and accurate legal advice to the Department, represent the Department in defensive and personnel litigation, conduct DMHC hearings, prepare opinions (both formal Director's opinions and informal), and provide oversight of the consumer participations program.				
<b>PART I – AGENCY STATEMENTS</b>				
As the program manager (or person authorized to sign for the program manager) directly responsible for the records listed on this records retention schedule, I certify that all records listed are necessary and that each retention period is correct. <b>For revisions, all items on the previous schedule are included or accounted for on the recapitulation. Vital records identified by this schedule are protected. If protection is not currently provided but plans are underway, the details of such plans are shown in Column 45, Remarks.</b>				
(18) SIGNATURE - MANAGER RESPONSIBLE FOR THE RECORDS Original signed by <b>Braulio Montesino</b>		(19) TITLE <b>Assistant Deputy Director</b>	(20) PHONE NUMBER <b>916-322-6727</b>	(21) DATE SIGNED <b>6/20/2008</b>
In accordance with Government Code 14755, approval of this Records Retention Schedule by the Department of General Services is hereby requested. Retention periods shown have been established in accordance with the criteria set forth by Section 1667 of the State Administrative Manual.				
(22) SIGNATURE - RECORDS MGMT. ANALYST Original signed by <b>Carole Whitmore</b>	(23) CLASSIFICATION <b>Staff Services Analyst</b>	(24) NAME (Printed or Typed) <b>Carole Whitmore</b>	(25) PHONE NUMBER <b>916-445-7495</b>	(26) DATE SIGNED <b>12/23/08</b>
<b>PART II – DEPARTMENT OF GENERAL SERVICES APPROVAL (Per Government Code Section 14755)</b>				
(27) SIGNATURE – CalRIM CONSULTANT <i>Jamie C. Sanchez</i>		(28) APPROVAL NUMBER <b>09-087</b>	(29) DATE SIGNED <b>4/09/2009</b>	(30) EXPIRATION DATE <b>4/09/2014</b>
<b>PART III – ARCHIVAL SELECTION (Per Government Code Section 14755)</b>			<b>FOR ARCHIVES STAMP</b>	
THE ATTACHED RECORDS RETENTION SCHEDULE:				
(31) <input type="checkbox"/> Contains no material subject to further review by the California State Archives (32) <input checked="" type="checkbox"/> Contains material subject to archival review. Items stamped "NOTIFY ARCHIVES" may not be destroyed without clearance by the California State Archives. (Per Section 1671 of the State Administrative Manual.)				
(33) SIGNATURE – CHIEF OF ARCHIVES OR DESIGNATED REPRESENTATIVE <i>Sydney Bailey</i>		(34) DATE SIGNED <b>April 15, 2009</b>		

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(35) CalRIM APPROVAL NUMBER											(36)
E09-087											PAGE 2 OF 3 PAGES
ITEM #	CUBIC FEET *	CA. STATE ARCHIVES USE ONLY	TITLE AND DESCRIPTION OF RECORDS (Double spaces between items)	MEDIA	VITAL	RETENTION				PRA (Exempt) & IPA	REMARKS
(37)	(38)	(39)	(40)	(41)	(42)	OFFICE	DEPT.	SRC	TOTAL	(47)	(48)
1	4	NOTIFY ARCHIVES	LEGAL DOC RULEMAKING 1986-99	P		35	0	20	55		PERMANENT ARCHIVAL FILES DESTROY AT SRC
2	32	NOTIFY ARCHIVES	LEGAL DMHC RULEMAKING 2000 CURRENT	P		ACTIVE +10	0	45	55		ACTIVE UNTIL RULEMAKING PACKAGE SIGNED BY SECRETARY OF STATE AND RECORDED. PERMANENT ARCHIVAL FILES. DESTROY AT SRC
3	6	NOTIFY ARCHIVES	LEGAL COMMISSIONER'S OPINIONS 1976-1999	P		0	0	55	55		PERMANENT ARCHIVAL FILES. DESTROY AT SRC
4	1	NOTIFY ARCHIVES	LEGAL DIRECTOR'S OPINIONS 2000-CURRENT	P		5	0	45	50		PERMANENT ARCHIVAL FILES. DESTROY AT SRC
5	20		LEGAL PERSONNEL ACTIONS/ATTORNEY CASE FILES	P		ACTIVE +1	0	9	10	X	ACTIVE UNTIL CASES CLOSED. CONFIDENTIAL DESTROY AT SRC. GC 6254(C)
6	2	NOTIFY ARCHIVES	PROGRAM DEPARTMENT'S REPORTS 1993-CURRENT	P		10	0	45	55		PERMANENT ARCHIVAL FILES. DESTROY AT SRC.
7	4	NOTIFY ARCHIVES	PROGRAM ADVISORY COMMITTEE ON MANAGED HEALTH CARE AND SUBCOMMITTEES' REPORTS 2000-2005	P		0	0	50	50		PERMANENT ARCHIVAL FILES. DESTROY AT SRC
8	5		PROGRAM INFORMATION PRACTICES ACT RECORDS 2002-CURRENT	P		5	0	0	5	X	CONFIDENTIAL DESTROY AT SRC. CIVIL CODE 1798.24
9	1		PROGRAM PUBLIC RECORDS ACT 1998-CURRENT	P		5	0	0	5		CONFIDENTIAL DESTROY
10	1		LEGAL CHRON FILES 2000-CURRENT	P		10	0	45	55		PERMANENT ARCHIVAL FILES. DESTROY AT SRC
11	1		PROGRAM CLINICAL ADVISORY PANEL 2000-2005	P		0	0	50	50		PERMANENT ARCHIVAL FILES. DESTROY AT SRC

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12	1	<u>LEGAL</u> LITIGATION RECORDS ATTORNEY CASE 1999-CURRENT	P	ACTIVE +5	0	45	50	ACTIVE UNTIL CASES CLOSED. PERMANENT ARCHIVAL FILES. DESTROY AT SRC
13	1	<u>PROGRAM</u> CONSUMER PARTICIPATION PROGRAM 2006-CURRENT	P	5	0	45	50	PERMANENT ARCHIVAL FILES. DESTROY AT SRC
14	1	<u>RECORDS</u> STD.70 RECORDS INVENTORY WORKSHEET  STD. 73 RECORDS RETENTION SCHEDULED    STD. 71 RECORDS TRANSFER LISTS   AUTHORIZATION FOR RECORDS DESTRUCTION  <u>PREVIOUS RRS:</u> ITEM 4 - LEGISLATION 1975 - CURRENT OLS WAS TRANSFERRED TO LICENSING DIVISION ITEM 9 - POLICY COUNCIL DA 2006-01 OLS WAS DISCONTINUED.	P	CURRENT	0	0	CURRENT	RETAIN UNTIL NEXT INVENTORY OR WHEN NO LONGER NEEDED FOR REFERENCE OR ANALYSIS WHICHEVER IS LATER RETAIN AS CURRENT UNTIL SUPERCEDED. ALTHOUGH REVISION IS REQUIRED EVERY FIVE YEARS FROM THE DATE APPROVED BY DGS, RRS THAT ARE NOT REVISED REMAIN IN EFFECT BUT ARE CONSIDERED NON-CURRENT  RETAIN AS CURRENT UNTIL ALL RECORDS LISTED HAVE BEEN DESTROYED, RETIRED PERMANENTLY, TRANSFERRED TO STATE ARCHIVES, OR WHEN NO LONGER NEEDED, WHICHEVER IS LATER  RETAIN FOR 2 YEARS FROM DATE DESTRUCTION IS AUTHORIZED, THEN RETAIN 2 MORE YEARS OR UNTIL AUDITED

\* PROVIDE TOTAL OF OFFICE AND DEPARTMENTAL